



26 SEP 1978

MEMORANDUM FOR: Deputy Director for Resource Management
Deputy Director for Collection Tasking
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Administrative Officer, DCI

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Sensitive Document Control

REFERENCE : DDCI memo dtd 1 Sep 78, same subject (ER 78-2534/1)

1. As the Agency establishes new systems for segregating and controlling its highly sensitive information, it is important that we recognize we are addressing a records management problem as well as a security problem. We have achieved much in recent years toward developing an orderly system of records in CIA, and it is important that we not destroy the integrity of our records systems and records schedules.

2. The Information Systems Analysis Staff (ISAS), DDA, is responsible for Agency records management. With the approval of the DDCI, I have requested that ISAS take the initiative to ensure that Records Management Officers are involved from the outset in establishing new sensitive document control systems. To facilitate coordination of the security and records management aspects of this process, would you please submit the name of the person who will be involved with the security requirements within your area to the Chief, Records Administration Branch (RAB), ISAS, 582828 Headquarters, by 28 September 1978. RAB will notify this individual and your Records Management Officer of the time and place for the initial meeting to coordinate an Agency approach to sensitive document control by 1 November 1978.

3. One aspect of the Agency's approach to sensitive document control may also tie in with our efforts to implement Executive Order 12065, National Security Information, by 1 December 1978. The Executive Order specifies that the classification designation

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"Top Secret" be applied only to information "the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security." As we identify our highly sensitive information, we may also be identifying that information which is truly Top Secret. Therefore, it may be helpful to provide data on the categories of information that have been identified as requiring special control to the individuals who are developing the Classification Guides required by EO 12065.

/s/ John F. Blake

John F. Blake

cc: DDCI
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1 - RAB Subject: Agency Records Management Program/
Sensitive Document Control
1 - RAB Chrono
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